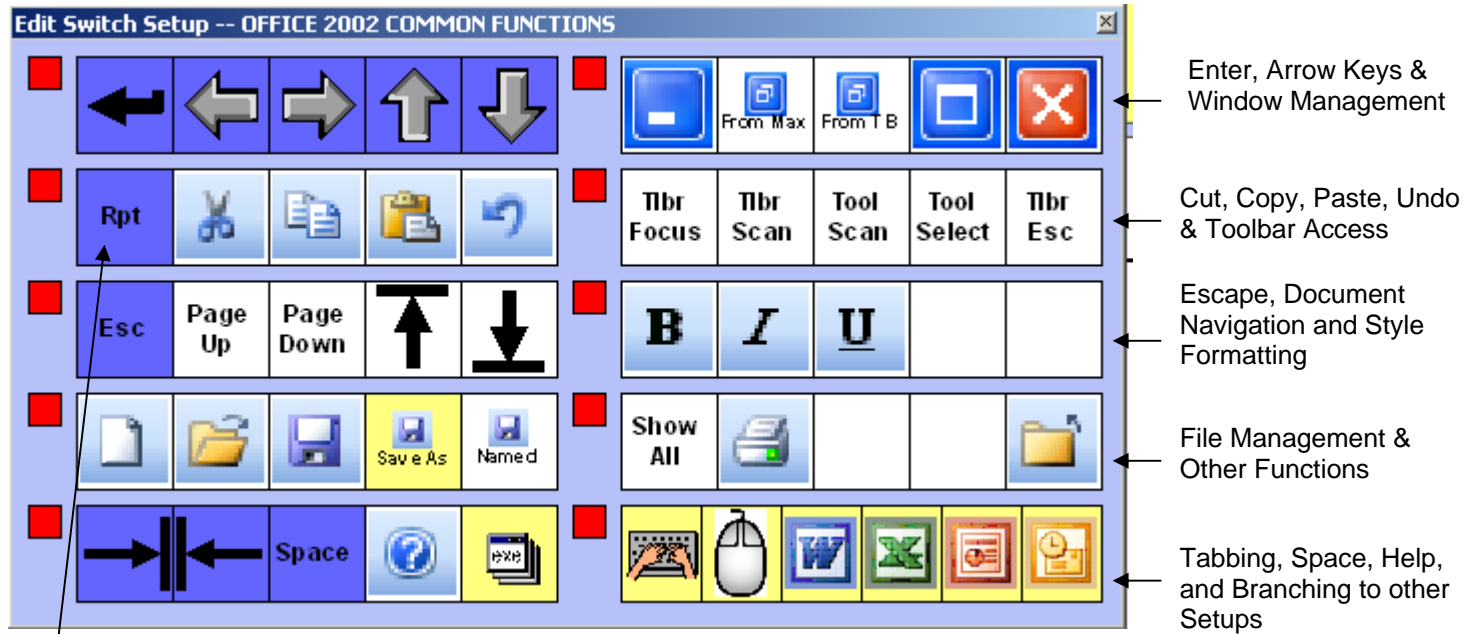


Volume 1 – Microsoft Office Set-ups:

Office 2003 Common Functions



Repeats the last Discover input, e.g., arrow key so instead of only one arrow down the cursor will keep moving down until the switch is pressed again to stop it.

Office 2003 Excel Setup

Edit Switch Setup -- OFFICE 2003 EXCEL

←	←	→	↑	↓	Repeat	→	←	Task Bar	←
Escape	Begin of Row	Begin Wrksht	End Wrksht	Go To	Next Sheet	Previous Sheet	Print Preview	Close Preview	
Space	Insert Row	Insert Column	Insert Wrksht		Select Row	Select Column	Select All		
Save	Print	W	X	←		W	X	Print	Close
Folder	Cancel	Excel	Hand	Mouse	W	X	W	X	Print

Branches to the Office Keyboard setup

Enters first then branches to another Office 2003 setup

Branches to other Office Discover setups

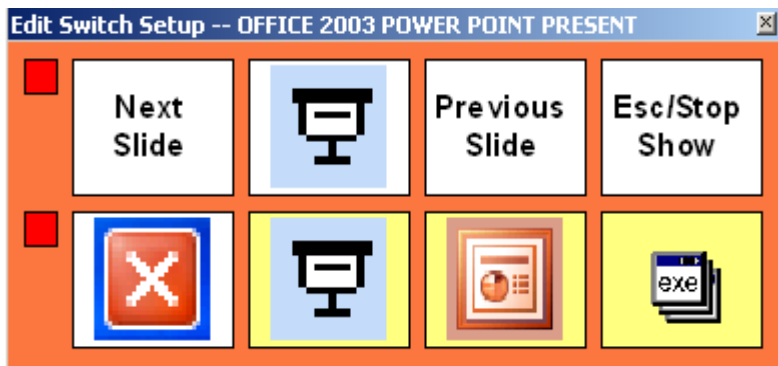
Launches other Office Applications

Office 2003 Outlook Setup

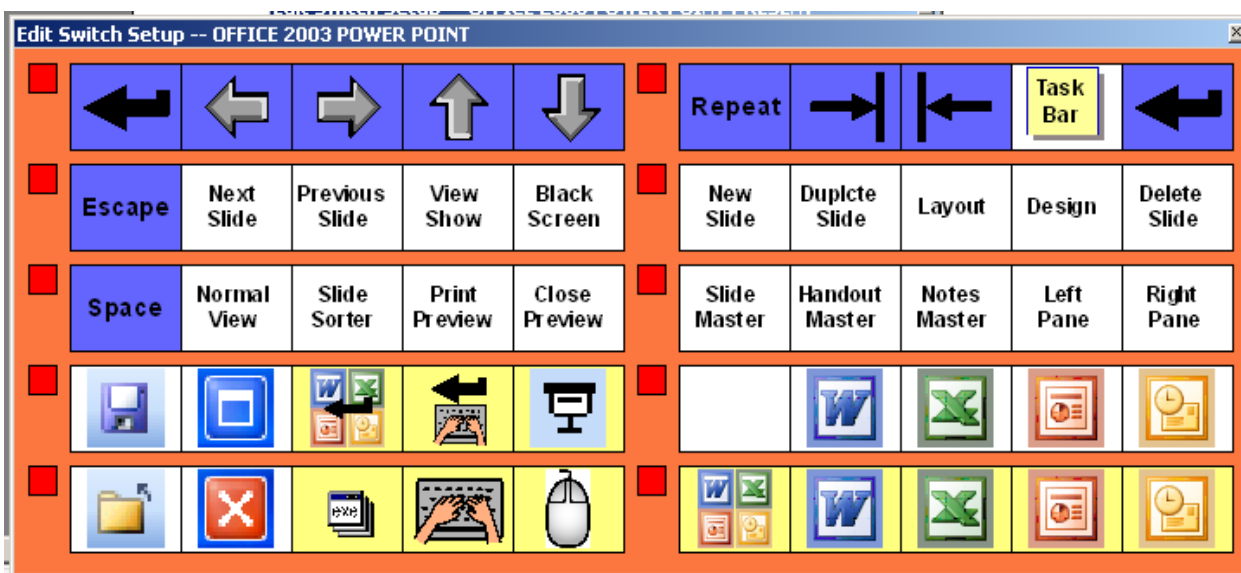
Edit Switch Setup -- OFFICE 2003 OUTLOOK

←	←	→	↑	↓	Repeat	→	←	Task Bar	←
Escape	Send/Receive	Reply	Reply to All	Forward	New Message	Print	Move to Folder	Delete	
Space	Send	Subject	New Contact	New Apt	Inbox (Folder List)	Inbox Msgs	Calendar	Contacts	
Save	Print	W	X	←		W	X	Print	Close
Folder	Cancel	Excel	Hand	Mouse	W	X	W	X	Print

Office 2003 PowerPoint Present – Used in Presentation Mode



Office 2003 PowerPoint setup – use this setup to create PowerPoints



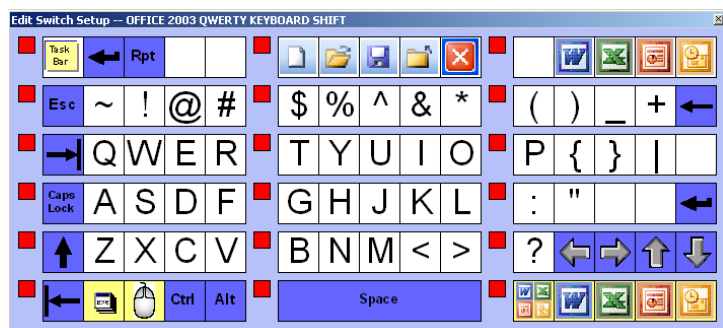
NOTE: There is an “Invisible” setup for PowerPoint presentation mode where the setup will not appear on the computer screen but will function with the switch.

Office 2003 QWERTY Lower Case Setup – There is a shift key for upper case letters which includes punctuation symbols

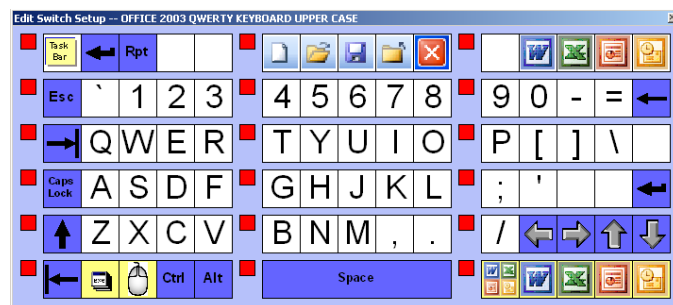


NOTE: There are identical setups to the QWERTY Lower Case above for Upper Case with Numbers and one with Uppercase with Symbols. Any of these setups will provide the same keys by using the “shft” key to alternate between upper and lower case. **You will most likely just use this “Office 2003 QWERTY Keyboard Lower Case Setup”.**

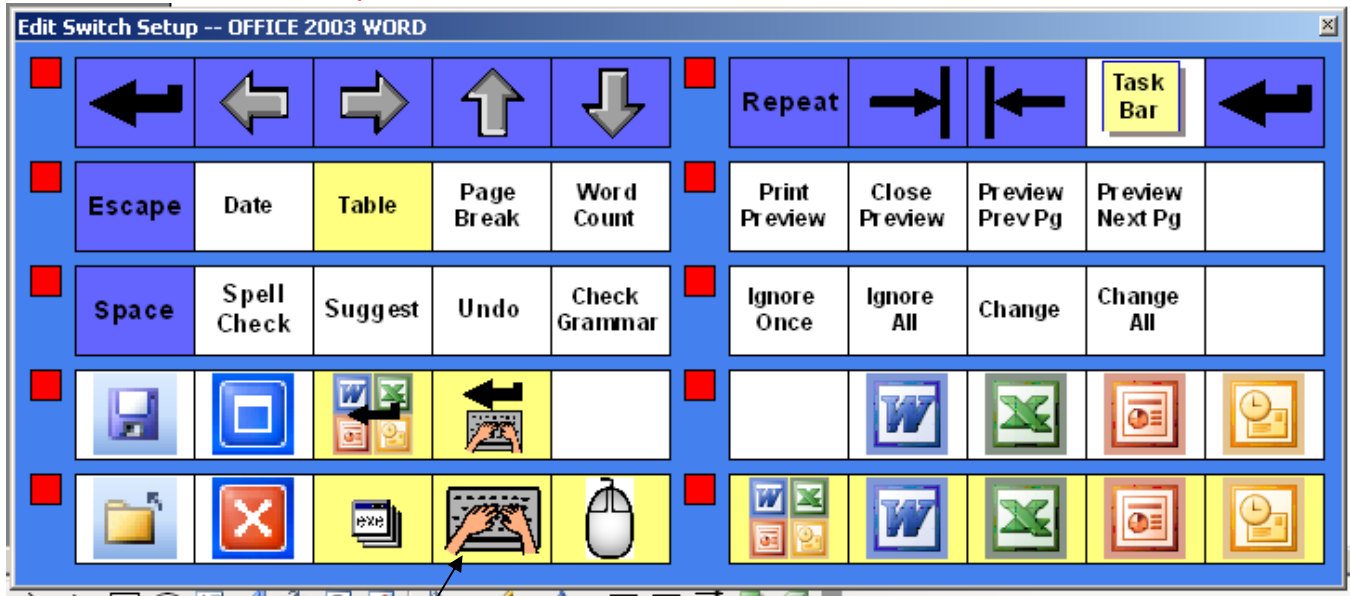
Office 2003 QWERTY Keyboard Shift Setup



Office 2003 QWERTY Keyboard Upper Case Setup



Office 2003 Word Setup



Branches to the Office QWERTY
Lower Case Setup